

ADDENDUM TO REQUEST FOR QUOTE (RFQ)

Issued By: PURCHASING OFFICE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY UPPER MARLBORO, MARYLAND 20772-9983	Addendum No. 2	Date of this Addendum August 18, 2021	Number of Pages 16 + attachment
	RFP No. 003-22	Date RFP Issued July 30, 2021	Date & Hour of Return of RFP August 27, 2021 @ 2:00 pm
	TITLE: Blueprint Schools Phase II - Financing and Technical Advisory Services		

The above RFP is amended as follows. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.** The purpose of this addendum is to **provide response to questions for RFP 003-22.**

Modifications to the RFP:

- Correction: An MBE goal of **15%** has been established for the contract to result from this solicitation.
- Pricing: Please use as a basis for determining lump sum price (these are only assumptions, as school types/schools have not been selected; however, this will allow each Respondent to utilize the same basis):
 - 12 school locations (8 elementary schools, 3 middle schools and 1 high school)
 - 3-year duration (any specific design and construction support needed after execution of Project Agreement will be additional services)
- Attached Revised Project 1.Attachment A

Vendor's questions and response:

1. **Projects 1 and 2:** Text on the cover page indicates that "any changes to any of the terms and conditions or specifications in this solicitation" may render the proposal "unacceptable and subject to rejection." This appears to be in conflict with Part III, Tab E, part E. which suggests that PGCPs will accept exceptions. Will PGCPs consider proposed changes to the General Terms and Conditions or the Special Terms and Conditions?

ANSWER: Yes. PGCP will consider proposed changes to the Terms and Conditions.

2. **Projects 1 and 2:** Are all proposed contract terms included in Part II: General Terms and Conditions and Appendix A: Special Terms and Conditions? Is there a Sample Contract that can be reviewed?

ANSWER: The Terms and Conditions of the RFP and the Vendor's proposal response will be the contract for this project.

3. **Projects 1 and 2:** Does Prince George's County have a budget allocated for Blueprint Schools Phase II Financial and Technical Advisory Services and of what order of magnitude?

ANSWER: Yes. PGCPs has (and will have) a Blueprint Schools Phase II Financial and Technical Advisory Services budget for the duration of the procurement that will sufficiently cover advisory services.

4. **Projects 1 and 2:** Is there a preference for a team providing combined technical and financial services in their proposal?

ANSWER: No. Each Project will be evaluated separately and awarded based upon the strength of each individual proposal.

5. **Projects 1 and 2:** If responding to both the technical and financial proposal, is the 15% MBE requirement for each individual proposal or in aggregate?

ANSWER: The MBE requirement of 15% applies to the Financial Advisor and the Technical Advisor on a separate basis.

6. **Projects 1 and 2:** Can you please confirm whether the goal for MBE's under this procurement is 15% or 30% of total contract value? Volume III (A) on page 18 mentions a goal of 15%, whereas on pg. 58 under the Administrative Procedure (I. Purpose) the goal is set at 30% with 15% being a minimum threshold for MBE requirement.

ANSWER: The MBE requirement of 15% applies to the total contract value.

7. **Projects 1 and 2:** If a Minority Business Enterprise has applied for certification with the Board of Education of Prince George's County, MDOT or WMATA and the certification is pending approval, will PG County Public Schools accept that business in the MBE Subcontracting plan and in meeting the 15% participation target?

ANSWER: No. Evidence of acceptable certification from the Maryland Department of Transportation (MDOT), Prince George's County Government and/or Washington Metropolitan Area Transit Authority (WMATA) must be provided to the Board's Purchasing Office prior to any respective bid opening.

8. Will technical consultants and/or sub-consultants (not the Prime) that are part of the Team awarded this contract (RFP-003-02 - Phase 2 Financing and Technical Advisory Services) be excluded or prevented from participating or joining Development Teams once that RFP is issued?

ANSWER: PGCPs reserves the right to make a case-by-case determination on a consultant/subconsultants' engagement with a Development Partner, based on a number of factors, including, but not limited to (a) level of participation and (b) type of participation. The prime contractor/prime respondent awarded this solicitation will not be allowed to participate nor join a Development Team.

9. How many schools will be constructed under this solicitation? Can you specify which school(s) – elementary, middle/secondary or high school?

ANSWER: The number and type of schools are yet to be determined. PGCPs will utilize, FY 2022 new Section VI (Cycle 1 Schools) to FY21 Educational Facilities Master Plan (<https://offices.pgcp.org/capital-programs/capital-programs/cards/Educational-Facilities-Master-Plan/>), to begin assessment. PGCPs expects both the Financial and Technical Advisors to support PGCPs in finalizing the school package.

10. Is there a file size limitation for the Technical Proposal?

ANSWER: Online submittal to eMaryland MarketPlace Advantage does not have any size limitations.

11. Some of the samples of work are over 400 pages; Is there a file size limitation for the submission and if so, can we limit the sample of our work and provide a link in our submission to the full sample work document?

ANSWER: A link to the full sample of work is acceptable.

12. Can proposals be hand-delivered?

ANSWER: Proposals are due electronically to EMMA and hard copy delivery to the Purchasing Office on the due date of this RFP. Hand delivery is accepted, please see PART III: PROPOSAL FORMAT for instructions.

13. Can you clarify the meaning or difference between standard hourly rate and quoted hourly rate in Attachment B: Cost Proposal?

ANSWER: Please see response to question 37.

14. What is the anticipated/desired completion date for this program?

ANSWER: The anticipated completion date for the full Blueprint Schools Phase II procurement is May 2024. The full program completion date will be based on the number of schools and subsequent construction and maintenance schedule.

15. Can you confirm the minimum MBE participation requirement? The RFP includes a 15% requirement and a 30% requirement.

ANSWER: Please see response to question 6.

16. The scope of work includes site investigations consisting of environmental and geotechnical assessments along with conceptual site plans. This item will be difficult to provide a fixed price without knowing the number of sites. Is there a number of sites that should be assumed for pricing?

ANSWER: For the purposes of this solicitation, please assume 12 schools in your fixed pricing.

17. The scope of work indicates the Respondent will work with PGCPs to develop a strategic, long-term system-wide swing space logistics plan. Is the swing space logistics plan for more than just this project?

ANSWER: The long-term systemic swing space logistics plan will incorporate both the Blueprint Schools Phase II Schools, as well as other PGCPs schools that may be impacted by Blueprint Schools Phase II schools.

18. When calculating the MBE percentage, how should additional task items be factored into the calculation.

ANSWER: The MBE percentage is calculated from the total dollar value of the contract.

19. Please confirm that all design and construction phase services are considered to be additional services.

ANSWER: All services to be provided after financial and commercial close of the Blueprint Schools Phase II Project Agreement will be considered additional **services**.

20. Item 8.0 "Contract Award" states that PGCPs reserve the right to award this solicitation to multiple respondents". Could you please clarify this statement? Is it possible that multiple respondents can be awarded to provide the Technical Advisory Services?

ANSWER: PGCPs always reserves the right to award solicitations to multiple respondents if, in our determination, it provides PGCPs with the appropriate support.

21. "LOCAL MBE INITIATIVE

In accordance with Prince George's County School goals promoting minority and locally based purchases, if all other factors are equal, priority shall be given to a locally based firm. "Locally based firm" in this instance refers to a company or firm with a primary business address located within the geographical boundaries of Prince George's County." Based on the bolded language above from pg 8 of RFP, please confirm that the priority will be given to Minority as well as Locally based firms. Please also elaborate on how this priority will be awarded.

ANSWER: Priority will be given to a MBE that is locally based in the form of bonus points. During the evaluation process, the Buyer shall determine the eligibility of any participating certified MBE to match the bid, dollar for dollar, of the lowest responsible bidder by application of bonus points. Therefore, in determining if a certified MBE is entitled to match the competitively bid price of the lowest responsible bidder, the Buyer shall adjust the bid price submitted by an MBE, 10% for MBEs, 15% for Prince George's County-based MBEs) (for the purpose of evaluation and offer to match only) by reducing the bid price of such firm by the product of: (1) the bid price of the apparent lowest responsible bidder; and: (2) the bonus factor applicable to the MBE.

22. Please confirm that pg 11 of RFP Section "19.0 BONDING (N/A)" means that this section is Not Applicable.

ANSWER: Bonding is not required. Not Applicable.

23. Pg 12 of RFP, Section "21.0 STATE OF MARYLAND CERTIFICATE OF GOOD STANDING" - In line with standard industry practices, can this certificate be provided before award of work, rather than during proposal submission?

ANSWER: To be considered as a responsible and responsive bidder, your certificate of good standing is required with your proposal submission.

24. Pg 16 of RFP, " 5. References" - Please confirm that the references of the respondent team (prime and subs) are acceptable.

ANSWER: References from any members of the respondent team are acceptable.

25. Pg 17 of RFP, "Sample Work: Include a list and exemplars of at least two (2) different samples of Respondent's work that demonstrate performance of services listed in Part IV, Section 2 below. Respondents are urged to forward concise RFP, and therefore exemplars should include only items that are relevant to this specific RFP". Can you please confirm the page number for the bolded words above? Is it referring to pg 19, "Background"?

ANSWER: The reference is incorrect. The reference should be Part IV, Section 3.0.

26. Pg 37 of RFP, "d. Minority businesses are encouraged to submit bids in response to this notice. Administrative Procedure No. 3325 may be viewed at the Purchasing Office by prospective bidders. Further information required may be obtained by contacting the Minority Business officer at 301-952-6563, e. Respondents that engage Local MBE and Small Business Enterprises may receive an additional 5 points during the evaluation phase of any solicitations with the Board of Education of Prince George's County." With respect to the above points d and e, would Minority businesses submitting bids be awarded additional points, if "engaging Local MBE and Small Business Enterprises" gets additional 5 points?

ANSWER: Yes. A respondent that provides evidence of its certified MBE status may receive additional points.

27. Will the winner of this RFP be precluded from participating in the insurance placement for the project construction work?

ANSWER: PGCPs reserves the right to approve, on a case-by-case basis, contractors/sub-contractor's participation in any portion of Blueprint Schools Phase II outside of the scope of this solicitation.

28. Is each task to be priced per year in the excel file or are we to provide a total price for the initial 3 year contract?

ANSWER: A total price for the initial 3-year contract is requested.

29. PART I: 3.0 SCOPE OF SERVICES Paragraph 4, states: "The specifications are contained in the Request for Proposal." What specifications is this referring to?

ANSWER: The specifications of Part IV Scope of Work.

30. PART I: 3.0 SCOPE OF SERVICES Paragraph 4, states: "Responses submitted shall meet or exceed all requirements." What requirements does this refer to?

ANSWER: The Requirements of the Part IV Scope of Work.

31. PART I: 4.0 Non-Exclusive – Does PGCPs intend to award more than one contract for each Project?

ANSWER: PGCPs reserves the right to award this solicitation to multiple Respondents. Award will be made in favor of the Respondent's proposal(s) that provides the greatest overall benefit resulting in the most advantageous offer that is considered to be in the best interest of the school district.

32. PART I: 4.0 Non-Exclusive states: "The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/items listed in the price schedule submitted." This seems to apply to the purchase of goods, not the professional services described in the Scope of Services. Please clarify if and how this applies to the services requested.

ANSWER: Correction: The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item(s) or services listed in the price schedule submitted."

33. PART II: 2.0 TERM OF AGREEMENT – Paragraph 2 states: "The bidder warrants that prices for the proposal under this RFP are not higher than prices currently extended to any other governmental agency for the same product or service." Given the specific nature of professional services to be provided, this is not typically applicable, please confirm if this applies to the scope of services requested in this RFP and, if so, how this will be evaluated.

ANSWER: Any and all exceptions to the RFP must be listed on an item-by-item basis and cross-referenced with the RFP document. If there are no exceptions, Respondent must expressly state that no exceptions are taken. All exceptions must be included in the Technical and Financial proposals.

34. PART II: 2.0 TERM OF AGREEMENT – A.- D.: This language seems to apply to pricing for goods not professional services. Please confirm if/how this applies to the professional services requested in this RFP.

ANSWER: PGCP uses general terms and conditions, to applies across goods and/or services.

35. PART II: 3.0 PRE-PROPOSAL MEETING – Please advise when the meeting summary and attendance list will be distributed.

ANSWER: Please visit our website: www.pgcp.org/purchasing for all documents related to this project.

36. PART II: 7.0 CONTRACT TYPE states “The contract resulting from this solicitation will be a fixed-price contract/requirements contract.”
- a) The lump sum price PGCPs requests for Project #2 services, is challenging due to the many unknowns, such as the number of projects, and their respective durations. We recommend that PGCPs provide a pricing template to ensure consistency with each submission. An example could be certain positions, hourly rates, and associated hours by each fiscal year. **ANSWER:** Please use as a basis for determining lump sum price (these are only assumptions, as school types/schools have not been selected; however, this will allow each Respondent to utilize the same basis):
 - a. 12 school locations (8 elementary schools, 3 middle schools and 1 high school)
 - b. 3-year duration (any specific design and construction support needed after execution of Project Agreement will be additional services)
 - b) Please advise the definition / terms of a “requirements contract.” **ANSWER:** “Requirement Contract” as defined in this solicitation is a respondent providing the necessary resources to perform the services requested by PGCPs”

38. PART II: GENERAL TERMS AND CONDITIONS - 10.0 SUBMISSION DEADLINE & PART III: PROPOSAL FORMAT 1.0 GENERAL FORMAT – THREE - PART SUBMISSION

- a) Please confirm that **both** electronic **and** hard copy submissions are required and due by August 27, 2021, at 2:00 p.m.

ANSWER: Confirmed.

- b) If submitting for both Project #1 and Project #2, Please advise if they should be submitted separately or if they can be included in the same Volume. If they can be submitted in the same Volume should each Project have its own section within the volume with all sections required for response and evaluation separate?

ANSWER: Each Project response should be labeled appropriately and have its own Volume I, II and III for separate evaluation.

39. PART II: GENERAL TERMS AND CONDITIONS - 13.0 MINORITY BUSINESS ENTERPRISE PROGRAM – Please advise if the Board will also recognize The Capital Region Minority Supplier Development Council (CRMDSC) and/or DC DSLBD Certified Business Enterprise (CBE) Minority certifications.

ANSWER: PGCPs recognizes minority businesses that hold a certification issued by Maryland Department of Transportation (MDOT), Washington Metropolitan Airport Transportation Authority (WMATA) and/or recertification issued by Prince George's County Government. However, as a result of being certified with CRMDSC follow the steps outlined below:

- I. Register your company with Prince George's County at: <http://diversity.mypgc.us> Contact the Contracts Administration & Procurement Division for assistance at (301) 883.6400
- II. Submit a Minority Business Enterprise or Disadvantage Business Enterprise (MBE/DBE) application from Capital Region Minority Supplier Development Council (CRMSDC) at (301) 593.5860 / website: www.crmsdc.org
- III. Submit a copy of your MBE and/or DBE certification letter, along with a notarized copy of the Universal Certification application and all required documents to the following address:

Supplier Development & Diversity Division

1400 McCormick Drive, Suite 281, Largo, MD 20774

Telephone: (301) 883.6480 Fax: (301) 883.6479 Email: SDDD@co.pg.md.us

40. PART II: GENERAL TERMS AND CONDITIONS - 18.1 EPA COMPLIANCE – Please advise how this applies to the professional services requested in this RFP.

ANSWER: Please see <https://www.epa.gov/laws-regulations/summary-noise-control-act>

41. PART II: GENERAL TERMS AND CONDITIONS - 19.0 BONDING (N/A) – Please confirm if this is NOT APPLICABLE to the professional services requested in this RFP.

ANSWER: Please see response to question 23.

42. PART IV – SCOPE OF WORK - 3.4 Project 2 -- Technical Advisor Tasks

- a) Should the Project #2 Scope of services include the following or will they be contracted directly by PGCPs and coordinated by the Technical Advisor:
- i. environmental site assessments and geotechnical analysis services
 - ii. the development of educational and technical requirements
 - iii. architectural/engineering services associated with Program Facility Requirements, Conceptual Site Plan, Space Standards and Environmental Requirements
 - iv. permit expediting

ANSWER: The above are all included the Technical Advisors scope of work.

- b) Are third party reviews on behalf of DPIE and third party inspections part of the technical advisors' scope of services?

ANSWER: Third-Party reviews and inspections are not part of the scope of work.

- c) Would consultants / subconsultants providing the services outlined above be precluded from engaging as part of a Development Partner team and to what extent?

ANSWER: PGCPs reserves the right to make a case-by-case determination on a consultant/subconsultants' engagement with a Development Partner, based on a number of factors, including, but not limited to (a) level of participation and (b) type of participation. The prime contractor/prime respondent awarded this solicitation will not be allowed to participate nor join a Development Team.

43. PART IV: Task 4 Is the swing space plan being developed "system wide" for all PGCPs projects or only for the P3 Program?

ANSWER: The long-term systemic swing space logistics plan will incorporate both the Blueprint Schools Phase II Schools, as well as other PGCPs schools that may be impacted by Blueprint Schools Phase II schools.

44. Is the technical advisor responsible for swing space coordination?

ANSWER: Swing space coordination is outside of the scope of solicitation.

45. Would PGCPs consider extending the due date?

ANSWER: PGCPs will not consider extending the due date of this solicitation.

46. (Page 15) Tab C, Item 1a-Can Offeror respond to Project 2 Technical Advisor and be evaluated based on our extensive school experience which includes planning, design, program management, project management, and construction management services without P3 technical experience?

ANSWER: While P3 technical experience is preferred, a respondent will still be evaluated on their experience and background. PGCPs is seeking a Technical Advisor who has the requisite experience delivering and organizing the scope of work set forth in the Solicitation.

47. (Page 16) Tab C, Item 5-Can Offeror submit five (5) current school references that can document our Technical Advisor experience which does not include P3 experience?

ANSWER: If the current school references demonstrates the Respondent's experience, that is acceptable. PGCPS is seeking a Technical Advisor who has the requisite experience delivering and organizing the scope of work set forth in the Solicitation.

48. Due to the volatility of the COVID-19 variant would PGCPS please consider waiving the requirement for hard copies and thumb drives. We are concerned about the health and safety of PGCPS employees and our employees.

ANSWER: PGCPS requires the delivery of hard copies and thumb drives to the Purchasing Office on the due date of this RFP. A carrier service may be used for delivery.

49. (Page 31) 3.0 Evaluation Criteria-What is the point value for each evaluation criteria?

ANSWER: PGCPS is not providing point values associated with the evaluation criteria.

50. (Page 24) Part 4, Item 4.0 Eligibility & Qualifications-Please clarify the following statement as to whether the intent is within the "last" 3 years: Eligible Respondents shall have a minimum of three (3) years' experience delivering P3 services with similar scope of services to organizations of similar size as PGCPS. Experience delivering P3 services in the state of Maryland.

ANSWER: The intent is for the Respondent to have a minimum of three (3) years' experience, not specifically limited to "last" 3 years.

51. Please clarify that it is the preferred intent of PGCPS that Respondents form teams to include both Project 1 Financial Advisor and Project 2 Technical Advisor.

ANSWER: That is not PGCPS' intent - each Project will be evaluated separately. A Respondent may choose to form a team to respond to Projects 1 and 2, but that will be a determination by the Respondent, not at the request or perceived preference by PGCPS.

52. Please clarify that it is the intent of PGCPS that Respondents that form a team that includes both Project 1 Financial Advisor and Project 2 Technical Adviser that the team will produce an independent Three-Part Submission. That is to say, that each Project would result in three volumes (Volume I: Technical Proposal / Volume II: Financial Proposal / Volume III: MBE Commitment Utilization). Therefore, the submission would be 6 total volumes for the team.

ANSWER: As each project will be evaluated separately, each Project requires 3 volumes.

53. (Page 18) What should be included in Tab G Technical Electronic Media?

ANSWER: Electronic media is a USB Thumb Drive.

54. Can the Respondent hand deliver the proposal to the PGCPS Facilities Administration Building?

ANSWER: Yes, hand delivery of the proposal is acceptable.

55. (Page 15) Tab C, 1c-For the organizational chart requirement please clarify what is meant by "showing the major components of the "units" that will be performing the requirements of the contract?

ANSWER: The organizational chart should reflect key personnel that will be performing on the awarded contract.

56. (Page 16) Tab C, Item 4-Please clarify that the MBE personnel required are to provide MBE compliance services.

ANSWER: The respondent shall provide information on past and current experience of the MBE personnel, their qualifications, and the percentage of time they would be devoting to specific tasks.

57. (Page 17) Tab E, Item D-Please clarify what should be included in the sample of work requirement.

ANSWER: Respondent's work that demonstrate performance of services listed in Part IV Scope of Work, Section 3.0

58. Are attachments 1-5 of the MBE 3325 required for the submittal or only the MBE Utilization Affidavit (Attachment 1)?

ANSWER: Only the MBE Utilization Affidavit is required at bid submittal.

59. For this contract can a Prime Contractor that is a PGC Government MBE Certified firm solely satisfy the 15% MBE goal?

ANSWER: A PGC Government MBE Certified firm can solely satisfy the 15% MBE goal.

60. How many school projects are including in this Phase II package?

ANSWER: The number and type of schools are yet to be determined. PGCPS will utilize, FY 2022 new Section VI (Cycle 1 Schools) to FY21 Educational Facilities Master Plan (<https://offices.pgcps.org/capital-programs/capital-programs/cards/Educational-Facilities-Master-Plan/>), to begin assessment. PGCPS expects both the Financial and Technical Advisors to support PGCPS in finalizing the school package. For the purposes of the solicitation assume 12 schools (8 elementary schools, 3 middle schools and 1 high school).

61. In reference with Page 19, PART IV: SCOPE OF WORK. 2.0 BACKGROUND

PGCPS will be utilizing a P3 as the alternative delivery method for multiple new or replacement school construction projects such as high school buildings and playing fields, middle school buildings and playing fields, as well as elementary school buildings and grounds.

- a) What types of schools are included in this package? And please indicate how many of each type of school? (i.e. elementary, middle, or high schools) as there will be a significant different in overall effort and requirement man hours to perform the required scope of work defined in the RFP depending on numbers and/or type of school (high school vs. middle school vs. elementary school).

ANSWER: The number and type of schools are yet to be determined. PGCPS will utilize, FY 2022 new Section VI (Cycle 1 Schools) to FY21 Educational Facilities Master Plan (<https://offices.pgcps.org/capital-programs/capital-programs/cards/Educational-Facilities-Master-Plan/>), to begin assessment. PGCPS expects both the Financial and Technical Advisors to support PGCPS in finalizing the school package. For the purposes of the solicitation assume 12 schools (8 elementary schools, 3 middle schools and 1 high school).

- b) In addition to the number of schools and type of school, please clarify either enrollment number of students for each school or size of each school so that we can calculate more accurate fee estimate.

ANSWER: State Rated Capacity for each school type is:

- High Schools - 2,000
- K-8 – 2,000
- Middle Schools – 1,2000
- Elementary Schools - 800

62. In reference with 19.0 BONDING (N/A) Respondents may be required to submit a bid bond in the amount of five percent (5%) as determined by the BOARD and specified in the RFP, to ensure the satisfactory completion of the work for which a contract or purchase order is awarded that may exceed \$100K. (COMAR21.06.07.10). Is a bid bond required for Technical and A/E services?

ANSWER: Please see response to question 23.

63. In reference with 19.0 BONDING (N/A - PERFORMANCE AND LABOR BOND) The successful respondent may be required to submit a performance and/or labor bond, Cashier's or Certified Check in the amount of one hundred percent (100%) as determined by the BOARD and specified in the RFP, of all phases of the contract to ensure the satisfactory completion of the work for which a contract or purchase order is awarded that exceeds 100K. (COMAR 21.06.07.10) The Board reserves the right to request performance and labor bond for amount over or under \$1000. Is a performance and labor bond required for Technical and A/E services?

ANSWER: Please see response to question 23.

64. In reference with 13.0 MINORITY BUSINESS ENTERPRISE PROGRAM, LOCAL MBE INITIATIVE In accordance with Prince George's County School goals promoting minority and locally based purchases, if all other factors are equal, priority shall be given to a locally based firm. "Locally based firm" in this instance refers to a company or firm with a primary business address located within the geographical boundaries of Prince George's County. **Question/Inquiry:** We are a locally based MBE firm. Is it allowed for our firm to participate as sub-consultant to another Prime Consultant and to also submit as a Prime Consultant?

ANSWER: Yes. A locally based firm that is certified as an MBE may participate as a Prime or a subcontractor.

65. In reference with, Page 15, TAB C. EXPERIENCE AND CAPABILITIES

1. Requirements - a. Proposals and Experience. All responses must include a statement of qualifications, experience and description of the firm and its history. The response should specifically indicate the firm's current and historical expertise in providing P3 Advisory and/or Technical Services. **Question/Inquiry:** Can we provide a statement of qualifications and experience including both prime and sub-consultant(s)' qualifications and experience?

ANSWER: A statement of qualifications and experience, including both prime and sub-consultants' qualifications and experience is acceptable.

66. In reference with, Page 15, TAB C. EXPERIENCE AND CAPABILITIES

2. Desired Experience. The following experience is desirable, but not required:

- Experience working with PGCPs.
- Experience working with any other Public School System.
- Experience with evaluating and developing financing for P3 transactions.
- Experience with a variety of P3 models.

Question/Inquiry: Can we provide a desired experience listed above including prime and sub-consultant(s)' experience?

ANSWER: A Respondent is encouraged, should they have the desirable experience, to provide evidence of this experience in their proposal.

67. In reference with, Page 16, TAB C. EXPERIENCE AND CAPABILITIES

5. References - At least five (5) recent references from its customers who are capable of documenting the following: a) the Respondent's ability to manage similar contracts, b) the quality and breadth of services provided by the Respondent under similar contracts (See Appendix C), and preferably clients who have utilized the firm on matters related to P3 Advisory and/or Technical Services. The references must include a contact person, a full address, and a phone number. In addition to the foregoing, please include a listing of public and private clients for whom the firm has provided similar services, including a description of the services provided. If any of the individuals identified by a firm previously participated in any of the projects performed for other clients on the aforementioned listing, please identify the projects in which each individual participated. **Question/Inquiry:** Can we provide the five (5) references listed above including both prime and sub-consultant(s)' experience? If so, is there any minimum number of references need to be provided from Prime Firm?

ANSWER: The required number of references can include both prime and sub-consultants' experience. The appropriate number of references for each is a determination that must be made by the Respondent. PGCPs has no minimum number requirement.

68. In reference with, Page 16 TAB D. FISCAL INTEGRITY/FINANCIAL STATEMENTS

1. The Respondent shall include in its proposal, completed audited financial statements including the auditor's notes, for its last two fiscal years. **Question/Inquiry:** Is it acceptable to submit financial statements for the entire year of 2020 and two quarters of 2021 to provide our latest financial statements in lieu of entire year of 2019 and 2020?

ANSWER: PGCPs will accept financial statements as requested. PGCPs' preference is for the last two fiscal years which is June 2019 – July 2021.

69. In reference with Page 16, TAB D. FISCAL INTEGRITY/FINANCIAL STATEMENTS

1. The Respondent shall include in its proposal, completed audited financial statements including the auditor's notes, for its last two fiscal years. **Question/Inquiry:** Should we only submit financial statements for the Prime Firm? If our associate firm's roles and scope will be significant, should we include the associate firms' financial statements?

ANSWER: Only the Respondent's (Prime Firm) financial statements are required. PGCPs reserves the right to request additional financial statements of sub-contractors should they be necessary in our evaluation.

70. In reference with, Page 17 TAB E. TECHNICAL RESPONSE TO RFP SCOPE OF WORK

D. Sample Work: Include a list and exemplars of at least two (2) different samples of Respondent's work that demonstrate performance of services listed in Part IV, Section 2 below. Respondents are urged to forward concise RFP, and therefore exemplars should include only items that are relevant to this specific RFP.

Question/Inquiry: Please clarify whether the "Part IV, Section 2 below" should be revised to "Part IV, Section 3 below"

ANSWER: Please see response to question 26.

Question/Inquiry: Can we provide two (2) (or more) different samples listed above including both prime and key partner or sub-consultant(s)' experience?

ANSWER: That is acceptable.

71. In reference with Page 18, TAB G. TECHNICAL ELECTRONIC MEDIA - 4.0 VOLUME III: MINORITY BUSINESS ENTERPRISE (MBE)

A. An MBE goal of 15% has been established for the contract to result from this solicitation (See MBE Administrative Procedures 3325 and Attachments).

ANSWER: That is correct. An MBE goal of 15% has been established for this contract.

72. Page 37, PART VI: APPENDICES APPENDIX A - SPECIAL TERMS AND CONDITIONS FOR RFP'S 6. MINORITY BUSINESS ENTERPRISES PARTICIPATION REQUIREMENTS (3325) The Respondent or supplier who provides materials, supplies, equipment and/or services for this construction project shall attempt to achieve the specific overall MBE goal of 30% percent of the total dollar value of the construction contract established for this project. **Question/Inquiry:** Please clarify whether the MBE goal is 15% or 30% based on the above two MBE requirements?

ANSWER: The MBE goal is 15%.

73. Appendix I – Letter of Intent to Apply on page 55 requests that we confirm our intent to submit a proposal for this RFP and that “Our proposal will address all components of the RFP”. Please can you confirm that our letter of intent will be compliant with that statement if we only submit for one of the service scopes set out in Part IV (3.0) of the RFP.

ANSWER: Your Letter of Intent will be in compliance if only responding to one (1) and/or both projects.

74. Please can you provide your preference as to whether you would prefer financial and technical advisors to develop teaming arrangements and submit together verses submitting independently and allowing PGCPs to evaluate what is the best collective team to provide the support they require.

ANSWER: PGCPs has no preference, as each project will be evaluated separately. A Respondent may choose to form a team to respond to Projects 1 and 2, but that will be a determination by the Respondent, not at the request or perceived preference by PGCPs.

75. If Respondents are submitting proposals for both Projects, please advise if proposal contents (e.g., approach, team structure, etc.) should be provided separately for each Project.

ANSWER: As each Project will be evaluated separately, all proposal contents should be provided separately for each Project.

76. Please provide additional discussion of how you intend to evaluate the two projects. In particular:

- a. If a Respondent responds to both the financial and technical scopes, will these be evaluated separately with awards made to the highest ranked team in each category? **ANSWER:** Each Project will be evaluated separately and awarded to the highest ranked team for each Project.
- b. If Respondents are not to be evaluated independently for each Project, please provide details as to how an entity that responds for one Project would be ranked relative to Respondents that submitted for both Projects? **ANSWER:** N/A.
- c. Please confirm whether a firm that submits a proposal for both financial and technical scopes could be selected for one and not the other. **ANSWER:** Each Project will be evaluated separately and, therefore, it is possible that a Respondent that submits a proposal for both Projects may be selected for one and not the other.
- d. As part of the evaluation, will additional credit be given to firms that submit for both Project 1 and 2? **ANSWER:** No additional consideration (credit) will be given to a firm that submits for both Projects.

77. Section 17.0(A)(2) on page 10 requests that respondents provide a list of “...all current employees and an immediate update of changes in personnel...”. Please could you confirm that this list, and the information required, would just be for employees assigned to this project? As a multinational firm with over 300,000 employees globally, including nearly 50,000 in the US, we are not in a position to provide updates for all changes to personnel etc.

ANSWER: This request is limited to just those employees who will be working on the Project.

78. We would request that PGCPs consider use of electronic signatures and remote notaries which we understand are permissible under Maryland Law.

ANSWER: Original signatures are required.

79. Section 19 Bonding on page 11 has an N/A next to the section heading. Please can you confirm that you do not require Respondents to submit a bid bond or a performance and labor bond. Based on our experience, this is not a typical requirement for a professional service contract such as this.

ANSWER: Please see response to question 23.

80. Within Tab F of the Technical Proposal Format it includes Additional Documentation to include *Attachment A: Project 1 – Format for Schedule of Professional Fees and Expenses* and *Attachment B: Project 1 – Format for Schedule of Professional Fees and Expenses*. Please can you confirm whether you require these attachments to be included in the Technical Proposal considering these are also required to be included in the Financial Proposal and the RFP states that no pricing should be included in the Technical Proposal?

ANSWER: These are only to be provided in the Financial Proposal of each Project proposal. It shouldn't be included in the Technical Proposal.

81. Please confirm that Tab G: Technical Electronic Media of the Technical Proposal Format is intended to contain the USB drive.

ANSWER: Confirmed.

82. Please can you clarify how Section 2.0 Volume I: Technical Proposal Format (starting on page 14) and Section 5.0 Organization of Technical Response (starting on page 24) relate to each other? Please confirm that we should structure the proposal in compliance with Section 2.0 but also ensure that we cover all aspects of Section 5.0 within the applicable sections.

ANSWER: All proposals should be structured in compliance with Section 2.0, but must cover all aspects of Section 5.0 within the appropriate sections.

83. Please can you clarify how the Response Categories within the Table in Section 5.0 MBE relate to the broader proposal and evaluation criteria in Part V Section 3.0 Evaluation Criteria?

ANSWER: Please see response to questions 99.

84. Within the Table in Section 5.0 MBE, the Response Category “Fee Schedule & Rate Sheet” describes the hourly fees and other fee schemes. However, Attachment A requires a fixed price for each task. Please can you confirm whether hourly rates or other fee schemes are required and if they are required, where within the proposal they should be included? Please can you clarify how hourly rates and/or other fee schemes will be evaluated.

ANSWER: The proposal requires a fixed price for each task – that is what the proposal will be evaluated on. The request for “Fee Schedule & Rate Sheet” is to have an understanding should we require out-of-scope services what those potential costs would be. See revised Project 1.Attachment A

85. Please can you provide details as to the relative weighting of the technical and financial proposals?

ANSWER: This procurement is awarded on best value in which technical has a higher weight than financial.

86. Please can you clarify where Appendix H should be included in the proposal structure. The Financial Proposal Form in Appendix H is included in the list of forms within Tab F of the Technical Proposal Format (page 17). However, Section 7.0 - Financial Proposal Content - requires Appendix H to be submitted in a separately sealed envelope. The electronic proposal submission also requires that the Financial Proposal be submitted in Excel.

ANSWER: Appendix H should only be included in your Financial Proposal along with the corresponding Excel spreadsheet.

87. For Project 1, we note that Attachment H Financial Proposal Form for Financial Advisory aligns with the Tasks within Section 3.2. However, within Section 3.1 there are additional activities listed. While the majority of these align clearly to Tasks 1 – 4 we would request that the scope of work be directly linked to the pricing format to avoid any misunderstanding and uncertainty in the future.

ANSWER: Each of the activities listed in 3.1 have been included in the revised Project 1.Attachment A corresponding to the appropriate tasks.

88. Please can you clarify your intent with regard to the payment of the Consultant. In particular, how the pricing to be provided in Appendix H relates to the timing of deliverables, completion of activities and payment to the Consultant. For example, Project 1 - Task 2 appears to commence in March 2022 and not be completed until October 2023, 20 months later. Please can you confirm the payment interval (e.g., monthly) and how the payment amount will be calculated.

ANSWER: All payments will be broken up over the term of the agreement per the task breakdown. For example, if it takes 18 months to complete Task 2, your costs will be broken up in equal payments to be paid over the proposed term of the task. In the case of multiple tasks being performed simultaneously, the Respondent will be paid for both tasks over the term of performance. Respondent will be responsible for providing monthly invoices to PGCPs.

89. Within Section 7.0 Contract Type it states that the contract is a “Fixed-price contract/requirements contract”. Therefore, we request that you remove the requirement within Section 8.0 Payment Terms to include “the actual costs incurred” within the invoice as this is not relevant to a fixed-price contract.

ANSWER: The “actual costs incurred” inclusion in the RFP is for instances where PGCPs declines or eliminates a task within the Scope of Work. PGCPs is unable to pay for services “not rendered”.

90. Please can you clarify the proposed procurement approach within the activities/milestones in Section 9.0 Action Plan Timeline. In particular, following issuance of the RFP in March 2023 there is an entry to “Select finalist P3 Partner finalists” following “RFP Interim Submission” and then in February 2024 there is an entry to “Select P3 Partner(s) and Issue Notice of Award” following “Negotiation of the P3 Agreement”.

- i. Please can you clarify what information would be included in the RFP Interim Submission vs. that prior to Notice of Award. In particular, will financial information be included in both and therefore should we assume two evaluation reports within Project 1 - Task 3? **ANSWER:** This is to be determined in consultation with the selected Financial Advisor. PGCPs will be looking to the Financial Advisor to advise PGCPs on the appropriate approach.
- ii. Please can you clarify if it is PGCPs’s intent to shortlist proposers following the Interim Submission? **ANSWER:** This is to be determined in consultation with the selected Financial Advisor. PGCPs will be looking to the Financial Advisor to advise on what procurement approach (i.e. progressive, committed financing, hybrid) best suits the needs and objectives of PGCPs.

91. Based on your experience with the Phase 1 schools program, please could you provide an expectation as to the level of effort you expect from the Consultant, split between Project 1 and Project 2 and each task, if possible. We want to ensure that we are providing exceptional client service which is aligned to your expectations. We have some clients that have established internal P3 project teams with sufficient resources to project manage the solicitation activities (e.g., collation of RFI questions and responses, management of documents, etc.) and we have those that rely more heavily on consultants.

ANSWER: The Office of Alternative Infrastructure Planning and Development is less than one years old; therefore, the expectation is that the selected Technical and Financial Advisors have the appropriate staffing and capacity to fully support PGCPs.

92. Within Project 1 – Financial Advisor Task 2, there is a requirement that the “Respondent shall develop a solicitation that shall include... all the necessary legal requirements”. We understand that legal counsel will be selected and appointed by PGCPs separately from this RFP and therefore would like to confirm that the Respondent will not be responsible for legal aspects of the solicitation. Assuming this is the case, we would request that this term is either removed from the scope of work or clarified as to the role of the financial advisor in this regard.

ANSWER: PGCPs will procure legal counsel separately. The Financial Advisor will not be responsible for any legal aspects of the Blueprint Schools Phase II Program. The Financial Advisor is expected to work in collaboration with selected legal counsel to prepare an RFP that meets all legal requirements (as determined by appropriate legal counsel).

93. Regarding Volume I – Technical Proposal: There are some discrepancies in the instructions to Respondents between Part III: Proposal Format, Item 2.0 Volume I: Technical Proposal Format on RFP pages 14–17 and Part IV: Scope of Work, Item 5.0 Organization of Technical Response on RFP pages 24–26; please clarify the Board’s expectations on the names/titles of the sections/tabs and corresponding content that Respondents should provide in the Technical Proposal.

ANSWER: Respondents shall provide a point-by-point Technical Response. The Respondent’s Technical Response to this RFP shall be organized in the format indicated in Part III Proposal Format while addressing all aspects of the Part IV: Scope of Work, Item 5.0 Organization of Technical Response.

94. The eMarylandMarketPlace Advantage site response page appears to be structured to accept response files in the following sections: “General Env. – Vendor General Documents”, “Technical Env. – Vendor Technical Documents”, and “Financial Env. – Vendor Financial Documents”. We understand from the August 6 Notice to Respondents that Respondents are to upload the Volume 1 - Technical Proposal as a single PDF file in the “Technical Env. – Vendor Technical Documents” section; we are to upload the Volume II - Financial Proposal files (Appendix H.1 and/or Appendix H.2 in PDF format along with Project 1. Attachment A and/or Project 2. Attachment B in Excel format) in the “Financial Env. – Vendor Financial Documents” section; which leaves Volume III - MBE Proposal to be uploaded as a single PDF file in the “General Env. – Vendor General Documents” section. Is this correct?

ANSWER: Correct. Volume III should be in General Env.

95. Is Section 19.0 BONDING (N/A) applicable to this procurement?

ANSWER: Please see response to question 23.

96. Page 18 of the RFP indicates that the MBE participation goal for the contract is 15 percent. Page 37 of the RFP refers to the “construction project” having any overall MBE goal of 30 percent. Please clarify the specific MBE goal for the Financial and Technical Advisory Services contract.

ANSWER: The MBE Goal is 15%.

97. Please clarify if the MBE goal applies to the Financial Advisor “Project 1” scope and Technical Advisor “Project 2” scope, on separate basis (15 percent for each scope) or on a combined (aggregate 15 percent across both scopes) basis.

ANSWER: The MBE requirement of 15% applies to the Financial Advisor and the Technical Advisor on a separate basis.

98. Page 8 includes WMATA as a recognized certifying agency. Page 60 does not include WMATA as a certifying agency. Please clarify WMATA’s suitability as a certifying agency for minority business status.

ANSWER: Acceptable certifications from the Maryland Department of Transportation (MDOT), Prince George’s County Government and/or Washington Metropolitan Area Transit Authority (WMATA) are suitable as certifying agencies for MBE status.

99. Page 37 indicates that Local MBE and Small Business Enterprises may receive an additional 5 points during the evaluation. Please clarify the value of the “points” relative to the scoring mechanism.

ANSWER: An MBE may receive an additional 5 points during the evaluation if: (1) a respondent who provides evidence of its certified MBE status may receive 2.5 points; (2) a respondent who includes in its technical response a detailed plan to meet the MBE requirement outlined in this RFP may receive 2.5 points. The plan should identify the MBE subcontractor chosen to provide services, as well as the percentage of the goal met.

During the evaluation process, the Buyer shall determine the eligibility of any participating certified MBE to match the bid, dollar for dollar, of the lowest responsible bidder by application of bonus points. Therefore, in determining if a certified MBE is entitled to match the competitively bid price of the lowest responsible bidder, the Buyer shall adjust the bid price submitted by an MBE, 10% for MBEs, 15% for Prince George’s County-based MBEs) (for the purpose of evaluation and offer to match only) by reducing the bid price of such firm by the product of: (1) the bid price of the apparent lowest responsible bidder; and: (2) the bonus factor applicable to the MBE.

100. Page 62 refers to “bonus points” for MBE and Prince George’s County Based MBE in percentage terms, 10 percent and 15 percent respectively. Please clarify the value and/or applicability of the “bonus points” in relationship to Question #4 (above).

ANSWER: See response to question 99.

Bidders must complete, sign, and return two copies of this Addendum or Appendix G – Addenda Acknowledgement with their proposal response. Failure to do so MAY be cause for your offer to be ruled non-responsive and not considered for award.

If your Bid has already been submitted and, because of this Addendum, you desire to modify your offer, you may do so by letter or email provided such notice makes reference to this Addendum and is received prior to the time specified for return of Bid.

____ *Angela Queen* _____
Buyer's Signature

_ *August 18, 2021* _
Date

Company Name of Bidder	Signature of Person Authorized to Sign
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Address	Type or Print Name and Title
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